

Checklist for *New or Sale* of business - sole owner

Investigator _____

DBA name and address _____

An application for a **change in ownership of a current liquor licensed business** is used when a person acquires *any ownership* interest in the existing business that is owned by an individual, partnership or limited liability company, as distinguished from a corporation, **or**, any person intends to acquire **10% or more ownership** in a corporation that is a sole owner, a partner, or member in a limited liability company that owns an existing business – **Sec 10-266**

If the business is owned by a sole owner (the business is not a corporation or LLC),
only the owner is eligible to be the managing officer

The following requirements will be completed by the investigator working on your case

- _____ **Investigator requirement** – *Change in ownership checklist* completed confirming the business is eligible to receive a liquor license – **sale of business only**
- _____ **Investigator requirement** – *church/school location checklist* completed listing all churches and schools within 300 feet of the proposed premise – see **Section 10-212** for all exceptions to this ordinance
- _____ **Investigator requirement** – *density study and checklist* completed listing all package stores **or** taverns located in the specified area – see **Section 10-211** for all exceptions to this ordinance – **new business only**
- _____ **Investigator requirement** – Check the server and master file of the current licensee to see if a “conditional license” has been issued at this location. Is a conditional license in place at this location? _____. If yes, refer to the P & P titled “Conditional Licenses” and follow accordingly – **sale of business only**
- _____ **Investigator requirement** – a map of the zoning overlay of the area immediately surrounding the proposed premise
- _____ **Investigator requirement** – verification and copies of the current **City and State** liquor licenses – **sale of business only**
- _____ **Investigator requirement** – *liquor-by-the-drink and package requirement checklist* completed confirming the business is eligible to receive a liquor license as required in **Sections 10-102** and **10-111** of the ordinance
- _____ **Investigator requirement** – *consent verification checklist* completed confirming all requirements in **Sections 10-214** and **10-215** have been checked
- _____ **Investigator requirement** – *consent form cover sheet* signed by & given to applicant stating there are _____ eligible consenters and _____ signed consent forms were submitted thus meeting the consent requirement
- _____ **Investigator requirement** – Did the applicant fail to successfully complete the consent process? If yes, you must send the **property owner** a letter stating “should the premise fail the consent process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed” – see the *consent verification checklist* for specifics
- _____ **Investigator requirement** – address verification through the database confirming that there is not an existing liquor license at this proposed address – **new business only.**
- _____ **Investigator requirement** – *notification checklist* completed and attached listing all entities that received notifications
- _____ **Investigator requirement** – submit the current working file of the establishment being sold to your supervisor
- _____ **Investigator requirement** – immediately inactivate the business that was sold in the system once the new license(s) has been issued
- _____ **Investigator requirement** – If you believe the business may not be able to maintain its status as a restaurant-bar based on a limited menu, business concept or any other reason, you must complete a density study and submit a completed Restaurant-bar Risk and Acknowledgement Form if density will not allow a tavern to be located at this address
- _____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

All of the following information must be submitted by the applicant

Have Need

- ___ ___ A copy of the zoning clearance from the City Planning and Development Department stating zoning will allow your proposed business to operate at the proposed location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500
- ___ ___ Liquor license application – **must be signed. Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- ___ ___ \$250 application fee (this application fee is only for an original license and does not include the application fee for a Sunday or any other liquor license) – **check or money order made out to the city treasurer**
- ___ ___ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor** **OR** submit **\$100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer
- ___ ___ 90-day waiver for food sales requirements signed and notarized, *only if applicable* – **form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- ___ ___ Malt liquor/nonintoxicating beer waiver signed & notarized, *only if applicable* – **form provided by Regulated Industries Division** (<http://kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/Licenses/REGULATEDMALTWAIVER>)
- ___ ___ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- ___ ___ A \$26 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all cities, states and countries where applicant(s) has resided. This will include the managing officer and anyone who owns **more than 10 percent** of the stock in the business or owns **more than 10 percent** of the business. If the appointed managing officer is an active, practicing attorney in the State of Missouri, a criminal history record check is not required, but he must submit a copy of his bar association card. An applicant may ask the director to conduct the criminal background investigation or the applicant may choose a licensed background investigation company, approved by the director, to conduct the investigation.
- ___ ___ *Consent form oath* signed by the applicant and a majority of the consent forms, signed by the eligible consenters, must be returned to the office within 45 days from the date issued. An extension of time may be requested in writing. **Consent forms are provided by the Regulated Industries Division.**
- ___ ___ Two recent photographs of the front of the premises to be licensed
- ___ ___ A diagram of the premises including the total number of **square feet** in the building, total **square feet** for all outdoor seating areas (not to include a sidewalk café) and the **number of floors** involved
- ___ ___ Fictitious name registration **if DBA is different than the corporate name**). Missouri law requires any person or business entity who transacts business in the state under a name other than their own "true name" to register that business name with the Secretary of State's Office as a fictitious name registration – from the State Office Building in KCMO, 615 E. 13th St., (816) 889-2925
- ___ ___ Managing officer appointment form completed (managing officer must reside in Missouri) – **form provided by Regulated Industries Division** (www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/index.htm)
- ___ ___ A **schedule P form** must be filled out for the managing officer and anyone who owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business or from anyone who contributed money to the business. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest in the business or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character (**Section 10-181 & 10-185**) – **form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

- ___ ___ Two recent passport-style photos (without hat) of the managing officer and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business
- ___ ___ A copy of the managing officer's Missouri driver's license – **must be a Missouri resident and U.S. citizen**
- ___ ___ Anyone who was not born in the United States and owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business must provide residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card}, employment authorization card or a military ID
- ___ ___ A copy of the menu

A liquor application can be processed without the **contingency items** listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

- ___ ___ **Investigator requirement** – Include a current copy of the **Jackson County, Missouri Property Tax Clearance** showing there is no property tax due on any personal property owned by the licensee (or used in the activity and owned by a party related to the licensee or by an entity owned or controlled by or under common ownership or control with the licensee) **or** have you included written authorization from Jackson County officials stating that an arrangement for the delinquent property taxes has been made between the county and licensee? Direct all questions to Edwin Stoll, Director of Collections of Jackson County at (816) 881-3187.
- ___ ___ A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.
- ___ ___ A copy of the certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500– **new business only**
- ___ ___ A copy of the occupant load certificate stating the occupancy load (**only needed for the following:** if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500
- ___ ___ A copy of the health permit (must be from the DBA applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247
- ___ ___ A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100
- ___ ___ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13th St., (816) 889-2574